



THE HEALTH SCIENCE CENTER
AT BROOKLYN FOUNDATION, INC.

GUIDELINES FOR THE EXPENDITURE
OF THE
HSCB'S PRESIDENT'S FUNDS

The President of HSCB may spend these funds for any purpose designed to advance the mission of HSCB.

Expenditures may include but are not limited to:

Recruitment (including but not limited to travel, hotel and entertainment expenses, moving expenses, etc.)

Development and University Advancement (including but not limited to travel, entertainment, printing, consultant contracts, etc.)

Planning and associated activities

Alumni relations

Community relations

Hospital relations

Public affairs

Staff relations

Lectures, conferences, seminars, meetings, etc.

Curriculum development

Accounting costs

Purchase or lease of equipment

Special awards, honoraria, and gifts

Operating costs (including but not limited to consultants and consultant contracts, travel, costs of entertainment, research, editorial and speech writing assistance, furnishings, salaries, supplies, legal services)

Expenditures must be authorized by the President of HSCB (or, in specific instances, his designee). Allocations for sub-accounts may be established at the discretion of the President.

THE HEALTH SCIENCE CENTER AT BROOKLYN FOUNDATION, INC.
GENERAL INFORMATION

The Health Science Center at Brooklyn Foundation, Inc., is a not-for-profit tax-exempt corporation functioning under IRS 501(c)(3) requirements and existing under the laws of the State of New York.

The HSCB Foundation was established in 1976 for the benefit of the SUNY Health Science Center at Brooklyn (HSCB) and is engaged in activities designed to enhance programs at, related to, or for the benefit of HSCB.

The HSCB Foundation provides bookkeeping and banking type services along with certification of proper fiscal procedures. Assets of accounts of the HSCB Foundation are the property of the HSCB Foundation. Any questions should be addressed to Sheila Duffy, HSCB Foundation Director of Finance, Ext. 3148.

As the designated agent, the HSCB Foundation will endeavor to maintain accounts consistent with the purposes and within the scope and authorizations set forth by the depositor. The HSCB Foundation reserves the right to refuse to pay out any funds which, in its own recognizance, it feels are unauthorized or improper. However, the HSCB Foundation will not be liable for any funds used by depositors, or signators, which may be unauthorized or improper, provided the appropriate signators have executed the withdrawal order.

In addition, the HSCB Foundation will:

1. review all transactions for accuracy and correctness;
2. maintain adequate files for history and audit;
3. invest surplus funds in interest-bearing accounts.

THE HEALTH SCIENCE CENTER AT BROOKLYN FOUNDATION, INC.
ACCOUNTING OFFICE – POLICIES & PROCEDURES

Subject: Payment to Consultants/Contractors **No:** Page 1 of 2

Prepared by: Renee Meltzer **Original Issue Date:**

Reviewed by: **Implementation Date:**

Approved by: **Distribution:** Accounting Manual

- I. Purpose:** To process payments for Consultants/Contractors.
- II. Policy:** Account holders who plan to hire consultants or contractors must obtain prior approval of the Treasurer.
- III. Responsibilities (Include all departments/services involved in development/implementation and/or monitoring):**
 - Account holder must verify that worker is Consultant/Contractor and not employee (see Proper Classification of Workers, attached).
 - Account holder must provide the following information to the Business Office:
 - description of service to be performed, including projected cost and estimated completion date;
 - names of bidders contacted;
 - proposed successful bidder and justification for selection.
 - The Business Office will verify that sufficient funds are available for the project and will forward the request and supporting documents to the Treasurer;
 - The Treasurer will review the request and, if appropriate, will indicate his/her written approval.
 - The approved request will be forwarded to the Business Office.
 - The Business Office will notify the account holder that the request has been approved and work may begin.
 - Upon completion of the project or phase of project, the account holder will submit Request for Payment with invoice attached.
- IV. Procedures/Guidelines:**
 - The Business Office will verify that the Treasurer's approval has been obtained.
 - The Business Office will monitor the account to make sure that funds remain available until completion of project.
 - The Business Office will issue a 1099 form to the Consultant/Contractor.

Subject: Payment to Consultants/Contractors

No.
Page 2 of 2

V. Reasons for Revision:

- ☐ Changes in regulatory or statutory laws or standards
- ☐ System failures/changes
- ☐ Institutional/operational changes
- ☐ New policy to increase efficiency
- ☐ Formalization of existing policy

VI. Attachments: PROPER CLASSIFICATION OF WORKERS

VII. References:

Date Reviewed	Revision Required (Circle One)		Responsible Staff Name	Staff Title	Initials
	Yes	No	Daniel Cutler	Asst. Treasurer	
	Yes	No	Frederick J. Hammond, Jr.	Treasurer	